



**Business Enterprise Program Council
OUTREACH SUBCOMMITTEE MEETING**

Tuesday, July 31, 2018

1:30 pm – 3:00 pm

Room 4-404

Via Teleconference Number - 888-494-4032

Access Number - 2587213722

Minutes

SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE

Karen Eng, Alex Bautista

SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE

Jesse Martinez, Khari Hunt, Hedy Ratner, Emilio DiMenco

OTHERS IN ATTENDANCE

Ngozi Okorafor

COUNCIL SECRETARY

Cate Costa

CMS STAFF IN ATTENDANCE

Irma Lopez, Pedro Pineda



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AGENDA

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Posted Business
 - Approval of September 2017 and May 2018 Subcommittee Meeting Minutes
 - Appropriate Speakers for Full Council Meeting
 - Review of Full Council Agenda
 - Executive Order and Outreach Strategy
- V. Define Action Items
- VI. Suggestions for full BEP Council meeting agenda item(s)
 - Next Council Meeting – August 27, 2018
 - Next Subcommittee Meeting – September 25, 2018
- VII. Public /Vendor Testimony
- VIII. Adjournment



I. Welcome

Acting Chair Bautista welcomed everyone to the meeting.

II. Call to Order

Acting Chair Bautista called the meeting to order and requested a roll call.

III. Roll Call

Roll call conducted. Quorum was not established.

- **Approval of September 2017 and May 2018 Subcommittee Meeting Minutes**

Approval deferred due to lack of quorum.

- **Appropriate Speakers for Full Council**

Secretary Costa explained that the invitation for speakers to come before the full Council is geared toward having them answer questions we may have or giving the Council a presentation. She said some of the groups that have been recommended in the past have been DOIT, Department of Corrections, the Office of the Comptroller. She said that it is meant to see whether the subcommittee had any suggestions. She clarified that this does not mean that the recommended speakers will all be at the next meeting on August 27, 2018.

Acting Chair Bautista recalled discussing the need to have a representative from Treasury or the Comptroller's Office be invited to the full Council to answer questions regarding the need to speed up payments for vendors. He said for companies with challenges, rapid payments become important. He also said it would be good to have someone from the Vendor Payment Program invited to explain the program and the process. He also said someone from the Illinois Black Chamber of Commerce could come and talk to the Council.

Member Eng asked whether a representative from the Comptroller Office will be present at the full Council meeting. Secretary Costa said discussions are being held to have someone from the Comptroller's Office appear before the Council, but she is not sure it will be at the August 27th meeting.

Secretary Costa asked Ms. Okorafor whether there was a presentation given before the Fair Contracting Task Force regarding Vendor Payment Program. Ms. Ngozi said there was a presentation. She said there is so much overlap between the Task Force and BEP. She said Ennedy Rivera, Deputy Counsel for CMS, was the one who made the presentation. She said Counsel Rivera could also do a presentation for the BEP Council.

Acting Chair Bautista wants to know who the audience will be. Secretary Costa said the primary audience will be the Council members and their constituents.



Secretary Costa said there are some programs at DCEO related to financing of small businesses that could be considered. Member Bautista concurred. He further said having agencies come and brief the Council on their operations would be fine.

Member Eng said we have not had speakers before the Council for a while and it would be nice to start selecting and scheduling the ones we have.

Acting Chair Bautista recommended doing a survey of the Council members regarding potential speakers.

- **Review of Full Council Agenda**

Secretary Costa said this is just a reminder to the members that she had sent out the Full Council agenda for review and that members can add or make recommended changes.

- **Executive Order and Outreach Strategy**

Outreach Manager said she has been focusing on Black Caucus Legislative districts that we need to reach out to fulfill the mandate of the Executive Order, which is to bring in more minorities into the system. She said she is working closely together with DCEO and Admin to increase her reach and present outside of the Northeast region. She said last week she traveled to East St. Louis and presented to 40 vendors. She said they will be returning to East St. Louis because of the huge demand. She said an SBDC will be hosting them.

Ms. Okorafor inquired whether Outreach Manager Lopez was able to stay overnight. Outreach Manager said thanks to DCEO they were able to pay for her overnight stay. She said they are paying for her to travel with them because they felt that BEP is a large component and very important to their program. She said Derrick Champion, Deputy Director for DCEO, was quite gracious in getting DCEO to pay for her overnight stay.

Outreach Manager Lopez said she has confirmed that she will be doing a three-industries specific event covering construction, professional services, and equipment and commodities with the Construction Business Development Center out of Prairie State College. She said it will be held on September 27, 2018.

Secretary Costa introduced Pedro Pineda as the new Outreach Coordinator for the Outreach Division of the Business Enterprise Program. She said he will be working along with Irma on outreach activities throughout the State. Outreach Manager Lopez said this will allow them to cover more events throughout the State.

Secretary Costa said Ms. Lopez and Mr. Pineda are working on a formal outreach strategy and that it will be presented to her by the end of this week for her review. She also said they are creating a recommended metric to measure outreach that the agencies are doing, as required by the Executive



Order. She said they are working with the CPOs because agencies procurement staff have a lot of rules about the way they can and cannot interact with vendors.

IV. Define Action Items

- To set up the guest speakers for the Council Meeting E.g. Comptroller Office and Vendor Payment Program
- Irma to meet with DHR to work on a Survey Monkey

V. Public/Vendor Testimony

None

VI. Adjournment

Meeting adjourned at 2:10pm.